Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

EdCAP Committee Charter

The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and services.

The planning component under the purview of EdCAP includes:

- *Program Plans: Evaluate the program planning process and recommend modifications as needed*
- *Educational Master Plan: Define the format of the Educational Master Plan, establishing and monitoring the timeline, and recommend approval of the final document*

The accreditation component under the purview of EdCAP includes:

- *Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC*
- *Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC*

Goals for 2019-20:

Planning component:

1. *Design and implement pilot project for cross-disciplinary program plan discussions*
2. *Review and where necessary modify program plan process of 2019-20*
   - *Reconsider timeline*
   - *Review platform*
   - *Review three-year review cycle*
   - *Update and modify template for student service programs*
   - *Further integrate planning and resource allocation*
3. *Review planning documents produced from Educational Master Plan (Annual Work Plans, etc.)*

Accreditation component:

4. *Monitor and review the preparation of the ACCJC Midterm Accreditation Report*
   - *Establish timeline*
   - *Perform gap analyses*
   - *Contribute to and review self-evaluation plans establishing progress and outcomes*
   - *Contribute to and review progress reports on ACCJC recommendations for improvement*
   - *Contribute to and review report on outcomes of both Action Projects in Quality Focused Essay*
   - *Recommend final draft of Midterm Report for approval*
5. *Revise ACCJC Institution-Set Standards and recommend for approval*
6. *Discuss ACCJC Annual Report and recommend for approval*

Other:

7. *Review EdCAP charter and membership for updated Moorpark College Decision-Making Handbook*

Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	X
	Oleg Bespalov	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Silvia Barajas	
VP of Student Support*	Amanuel Gebru	
Academic Senate Pres.*	Nenagh Brown	X
Dean members:	Oleg Bespalov	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	
	David Gatewood	
	Khushnur Dadabhoy	
	Monica Garcia	X
	Sam Lingrosso	X
Ass. Students (advisory)	Kriss Hotchkiss	

Position	Name	Present
Department members:		
ACCESS	Silva Arzunyan	
EATM	Gary Wilson	X
Kin/Health/Athletics	Remy McCarthy	
Behavioral Sciences	Chad Basile / Dani Vieira	CB
Business	Josepha Baca	
Chemistry/Earth Sci	Roger Putnam/Rob Keil	RP
Child Development	Cindy Sheaks-McGowen	
Counseling	Jodi Dickey	
English/ESL	Sydney Sims	
EOPS	Angie Rodriguez	
Fine Arts	Erika Lizee	
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	
Life Sciences	Audrey Chen	

Position	Name	Present
Mathematics	Phil Abramoff	X
Media Arts & Comm Studies	Rolland Petrello	
Performing Arts	John Loprieno	
Physics/Ast/Engr/CS	Erik Reese	X
Social Sciences	Chris Beam/Hugo Hernandez	
World Languages		
Student Health Center	Sharon Manakas	
* Ex-officio, non-voting members		
Guests:		
Chemistry	Tiffany Pawluk	X
Student Activities Specialist	Kristen Robinson	X
Student Success Services Supervisor	Claudia Sitlington	

Today's Handouts	Future Meetings
Minutes: October 22, 2019 - draft midterm_report_timeline_and_leads_11_21_19_with Gap Analysis QFE_GapAnalysis_for EdCAP minutes 2019-10-22 Program_Plan_proposed_revisions_for_2020-2021_draft_2019-11-18 Program Plan VP questions 2019 final Enrollment Management Annual Work Plan_2019-2020_draft 2019-11-21	Fall semester: ~~August 27; September 24~~; ~~October 22~~; November 26 Spring semester: January 28; February 25; March 24; April 28

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments Approval of minutes: October 22, 2019	Call to order at 2:38pm; No public comments Did not meet quorum to approve October 22, 2019 minutes	
PREVIOUS BUSINESS		
A. eLumen update	A. SLO Committee asked vendors to visit and demonstrate software for SLO disaggregation. Oleg Bespalov, Dani Vieira, and committee decided eLumen was expensive but best software. Based on demonstration, structure is similar to TracDat. Software will not be used for program plans right away but we will explore if possible to use eLumen for program plans in the future. Phil Abramoff brought up concern of too many platforms that require training and it increases the chance that information will be lost. Oleg said eLumen will do implementation and IE has data archived that is done at the end of every semester. Oleg suggested a pilot and Nenagh Brown said if people want to pilot eLumen for program planning they can sign-up for the coming year.	
B. Enrollment Management Plan, 2019-20	B. Mary reviewed the plan to optimize student success with declining enrollment, increase in number of students taking a gap year, and the high employment	

	rate. Student centered curriculum includes 6 new CTE offerings, 2 noncredit programs, digital badges for career exploration, and collaboration with adult schools and modifications to the ESL program. Focus on student access and success will highlight the '15 to finish' initiative. The organizational effectiveness focus includes marketing which is key to get more students. Some suggestion were to put down leads in goals and include projected annual FTES increase. Suggestions from EdCAP and chairs have been put in and Nenagh will also take to AS for additional feedback.	
C. Review and where necessary modify program plan process of 2019-20 • Reconsider timeline • Review platform • Review three-year review cycle • Update and modify template for student service programs • Further integrate planning and resource allocation • Technical changes	C. IE team made page of proposed revisions to program planning. Oleg gave overview of proposed revisions to Tableau, Sharepoint, TracDat, and other bug fixes. Timeline reconsideration was resolved but want to discuss how to get program plans in order for annual plan. Goal is to have annual plan emerged at Annual Strategic Planning Retreat in March, go to EdCAP in April, and then Academic Senate in May. Erik Reese asked if data will be merged and Mary said data stays separate but the program plans can go together. It was agreed that 3-year cycle works well with student service programs. Trying to find a way to update current method to work with student services and instructional plans. Other program plans needed: ● PACE ●Dual Enrollment ●Professional Development ●Guided Pathways ●Multicultural Day ● BIT/TIX ●Basic Needs Mary shared the district will also begin to have program plans. Oleg will send out a list of proposed revisions every year	

D. ACCJC Midterm Report • Review gap analyses	and ask if there are any changes. D. eLumen was big piece as well as doing gap analysis of QFE. Need district to complete their part of gap analysis. Oleg will get on schedule with Ventura and Oxnard Colleges to review first draft before January EdCAP and submission to DAC February 13. Final reading of revised draft will be in March EdCAP. Per Oleg, we are on track and college has done so much already. Don't have to be disaggregated but show that we are in the right direction.	
NEW BUSINESS		
A. For the good of the accreditation and planning order		
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
A. ACCJC Institution-set Standards (January) B. Cross program plan synergy (January) C. Review EdCAP charter and membership (February) D. ACCJC Annual Report (March)		
Adjournment		